Tasking Memorandum No. OO-176

Memorandum For DEFENSE CONTRACT MANAGEMENT DISTRICTS

Subject: FY 00 Funding Guidance – Training Execution Reporting

Date: March 21, 2000

Suspense Date: April 20, 2000

Target Audience: Office of Planning and Resource Management, Office of Telecommunications and Information System and Command Information Office Staff

Requirement(s):

- DCMC-BA memorandum dated September 27, 1999, subject: FY 00 Initial Funding Guidance, established training execution reporting requirements.
- DCMC Tasking Memorandum No. 00-05 dated October 7, 1999, subject: FY 00 Program Codes, established training program codes.
- District AIS training allocations:
  - Funds will be allocated in quarterly allotments by project and reported by project under program code 963.33. Funds are "fenced" and to be used only for the projects specified.
  - Potential shortfalls should be discussed with the appropriate DCMC-AB Project Officer who will coordinate the requirement with the Chief, IT Operations (Donna Faulhaber, Acting).
  - Adjustments to the District AIS Training Allocations endorsed by DCMC-AB will be forwarded to DCMC-BA with a courtesy copy to BG to ensure that the DCMC Training Allocation Control Summary is updated.
  - DCMC-BA will advise District Offices of Planning and Management and Workforce Development Teams of approved training allocation changes.
- Effective immediately, training execution (including the AIS training execution report by project) will be reported in accordance with the following instructions:
  - Training execution obligations should reflect the obligations reported in the Monthly Obligation Plan (MOP) and Status of Funds (SoF). Differences should be reconciled and explained during budget execution briefings.
  - Reports must be validated and endorsed by the respective Office of Planning and Management Director.
  - Training execution reports are due April 20 for the first two quarters. Thereafter, all training reports are due on the 20th day of the month for the preceding month.
  - Execution reports should be forwarded to DCMC-BA along with the other financial management reports (MOP, SoF, etc.). Courtesy copies of District reports should be forwarded to DCMC-BG and DCMC-AB.
  - The AIS training Execution Report should identify the source of funding (mission or service order) used for the training in the "notes" column on the report.
  - Reporting formats are attached.
- DCMC-BA will continue to issue the "Training Allocation Control Summary" to advise you of approved interim training allocation changes. Formal Funding Allocation Documents (FADs) reflecting the changes will be issued quarterly or as required.

- Districts are responsible for explaining execution status, including reasons for under execution of allocations.
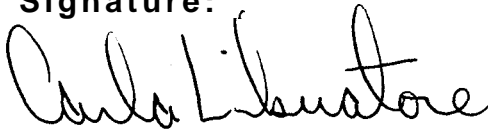
Points of Contact for Further Information:

Donna Faulhaber, DCMC-AB
Phone: (703) 767-6382, DSN 427
Email: dfaulhaber@dcmchq.dla.mil

Rowe Campbell, DCMC-BA
Phone: (703) 767-6389, DSN 427
Email: rcampbell@dcmchq.dla.mil

Sharon Tillman, DCMC-BG
Phone: (703) 767-2436 DSN 427
Email: stillman@dcmchq.dla.mil

Signature:

CARLA LIBERATORE
Executive Director
Business Operations

Attachments
1. Training Execution Status
2. Training Execution Status - AIS
3. Service Set Crosswalk